

Sponsor Checklist for Required SFSP Documentation

The State Agency recommends that you keep the required documents that you keep at a sponsor level separate from the required documents you keep for each of your sites. For sponsors that have multiple food preparation facilities, we recommend that you keep a separate folder for each facility as well. For sponsors of multiple sites, we also recommend keeping site documentation separate from other sites.

Sponsor Documentation

- ☐ Fiscal Management: Receipts (including for all food and food service item purchases), Inventories, Paycheck Stubs, Timesheets, fuel costs, Etc.
- ☐ Required Annual Training Documentation and Proof of Participation: (Dates, Locations, Topics, Participant Names and Sign-In Signatures)
- ☐ Health Department Notification and updates
- ☐ Procurement Procedures, as applicable
 - Schools-copy of the Local Procurement Plan for the district
 - Non-profit (including residential but not Upward Bound camps)-copy of Procurement Plan (either KY SA issued or other plan that state the procurement method(s) used
 - Non-profit (residential, not UB camps)-copy of Code of Conduct for organization
- ☐ Income applications, as applicable
- ☐ Menu Records
- ☐ Delivery Tickets for All Sites Served (required for vended sites, optional for self-prep sponsors)
- ☐ Food Service Management Contract, or Agreement with a Public School District to Furnish Food, as applicable
- ☐ Record of receipt of USDA Commodities used in the SFSP

Site Documentation

- ☐ Civil Rights Data Collection
- ☐ Pre-Approval Visit (If Applicable)
- ☐ First Week Visit (If Applicable)
- ☐ Monitor Review (Required for Every Site. Conducted within the first four weeks of programming) and documentation of corrective action taken to correct any violations
- ☐ Daily Meal Count Sheets (Turned into Sponsor Once a Week-non-residential camp sites)
- ☐ Meal Count Worksheet (or “roster meal count sheet”-residential camps only)
- ☐ Sponsor-Site Agreement for Sites Not Directly Connected to the Sponsor Organization (recommended, but not required)